



# MARYLAND Department of Health

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary*

## **GENERAL SESSION AGENDA**

**March 9, 2018**

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106  
BALTIMORE, MARYLAND**

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – February 9, 2018**
- V. Executive Director’s Report**
  - Stats Report
  - Facility Closings/relocations
- VI. Deputy Director’s Report**
  - Reinstatements
  - Website Update
  - DHS Quarterly Meeting
- VII. Licensing Coordinator’s Report – RCYCP Certification**
  - Breakdown of RCYCP Pending Application
- VIII. Approval of Licensees**
- IX. Legislative – James Merrow, Executive Director**
- X. Open Discussion**
  - Board Retreat Committee Report
  - Question from a Provider (ILP)

- District of Columbia Question
- FAQs

**XI. Opportunity for Public Comment**

**XII. Adjournment**

**State of Maryland  
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals***  
**General Session Minutes – March 9, 2018**  
**Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

***Board Members Attendance***

Krystal Holland, Chair  
Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Darlene Ham  
Sheila Philip  
Caroline Jones  
William J. Frank, Deputy Secretary  
Brady Daniels  
Ada Pearl Thomas  
Dorenzer Thomas

***Board Staff Attendance***

James Merrow, Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
Danielle Vallone, Investigator

***Guest***

Sharon Bloom, MDH  
Dawn Rowe, DJS

***Absent***

Sonya White-Norman

**I. CALL TO ORDER:**

Krystal Holland, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 9:33 a.m.

**II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA**

On a motion made by Ms. Jones and seconded by Ms. Philip, the agenda for the March 9, 2018 General Session meeting was approved as amended.

**III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Philip and seconded by Ms. Smith, the minutes from the February 9, 2018 General Session meeting were unanimously approved.

**IV. EXECUTIVE DIRECTOR’S REPORT**

- ***State Board Meetings – Mark your calendar... The 2018 meeting dates are as follows: April 13<sup>th</sup>, May 11<sup>th</sup>, June 8<sup>th</sup>, July 13<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, & December 14<sup>th</sup>. Please note the State Board will not meet in August & November of 2018.***

- Financial Disclosures for 2017 are due by April 30, 2018 and must be filed electronically at <https://efds.ethics.state.md.us>

**V. CERTIFICATION REPORT**

- As of March 9, 2018 the State Board reports:

<b>Board Code</b>		
<b>Board</b>	<b>Status Codes</b>	<b>Occurrences</b>
Acting Capacity	Active	3
Acting Capacity	Inactive	39
Acting Capacity	Non-renewed	4
Program Administrator	Active	81
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1102
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	325
Youth Care Practitioner	Suspended	2
	<b>Total:</b>	1744

**Facility Closings/Relocations**

- None

**Snow Policy**

- If Maryland State Government declares liberal leave for its non-emergency essential employees, scheduled Board meetings will be cancelled.
- State Government advertises on all the radio stations any closings. There is also a Department of Health toll free number that can be called to inquire about closings, the number is 1-877-285-6407. There is also a website to locate closings at [www.dbm.maryland.gov/employees/pages](http://www.dbm.maryland.gov/employees/pages).

**Comprehensive Exams**

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2018 to any individual who meets the criteria for certification at mutually agreed upon dates.

- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at [dhmf.crccp@maryland.gov](mailto:dhmf.crccp@maryland.gov) to schedule their exam.

**VI. DEPUTY DIRECTOR'S REPORT**

- One Program Administrator has been reinstated since the last Board meeting and one is pending reinstatement.
- IT is in the process of updating the Board's website with the most up to date forms & information. The Board's website is being made more user friendly.
- Board Staff will be attending the DHS Quarterly Meeting on March 23<sup>rd</sup> to present updated information and advertise Board vacancies.
- There is a vacant RCYCP representative position on the Board. There is also a Consumer member position that will be available on July 1, 2018. Anyone interested in applying for these vacancies should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

**VII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board staff has received seventy-eight new RCYCP applications since the February 9, 2018 Board meeting. There are 241 applications currently pending certification. Forty-Six applicants have been certified since the last Board meeting.
- Board members received a breakdown on what documents pending applications are missing.

**VIII. APPROVAL OF LICENSEES**

On a motion made by Ms. Ham, and seconded by Ms. Jones, Licensees since February 9<sup>th</sup> Board Meeting were approved.

**IX. LEGISLATIVE REPORT**

- Senate Bill 58, regarding Approved Training Programs, has been passed in the Maryland Senate. It is currently in the Maryland House of Representatives. No testimony will be required for Bill hearing.

**X. OPEN DISCUSSION**

- The Board Member & Staff Retreat will take place on April 24<sup>th</sup> from 9:00 AM to 4:30 PM. The Retreat will take place at Board of Child Care, located at 3300 Gaither Rd, Baltimore, MD 21244.
- Board staff received a question regarding the requirements of Independent Living programs' staff being RCYCP Certified. RCYCP certification is only required for staff working at a Residential Child Care Program.
- Ms. Holland shared a personal experience on issues she faced when getting fingerprinted at a private fingerprinting agency. Board members requested a letter be written to CJIS detailing issues and problems with the process.
- FAQs on the Board's website will be reviewed and updated within the next 60 days.
- Ms. Holland was presented with a question regarding access to the RCYCP Training Modules located on the University of Maryland School of Social Work Innovation & Implementation website. The modules are free for anyone to take on the website as it is software proprietary to the University Of Maryland School Of Social Work. If another state is interested RCYCP exam material, they can make a formal request to the Board.

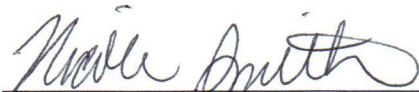
**XI. OPPORTUNITY FOR PUBLIC COMMENT**

- No Comments

**XII. ADJOURNMENT**

- The next meeting will be April 13, 2018 at 9:30 a.m. On a motion made by Ms. Dorenzer Thomas, and seconded by Deputy Secretary Frank, the General Session meeting adjourned at 10:21 a.m.

Submitted by:



**Nicole Smith, Board Secretary**